Northlight Theatre Production Department
Job Description
2020-2024 Season

Job Title: Production Assistant
Category: Temporary - Hourly, Non-Exempt

Overall Description: Working under the supervision of the Production Manager and Stage Manager, the Production Assistant is responsible for attending rehearsals, tracking props, preparing all run paperwork, and assisting the Stage Manager in their duties as requested for all Northlight events including Mainstage Productions.

Responsibilities include but are not limited to:
- Assist the Stage Manager during pre-production week which can include but not be limited to: copying scripts, taping down the outline of the set on the floor of the rehearsal space, and any other general preparation work.
- Assist the Stage Manager during rehearsals and tech rehearsals which can include but not be limited to: Setting up props, staying on book, creating all run paperwork, writing line notes, filling out call sheets, making coffee, doing company dishes, making copies, and distributing paperwork.
- Restore rehearsal room to original state by first preview.
- Be familiar with all technical and design elements of the production.
- Attend all technical rehearsals, dress rehearsals, and be available to assist the Stage Manager.
- Coordinate and train run crew for each production.
- Perform backstage duties of stage management duties as assigned during all rehearsals and tech rehearsals.
- Arrive prior to each rehearsal as called by the Stage Manager.
- Wear appropriate black clothing or costume as determined on a per show basis while running each performance.
- Responsible for communicating perishable props consumption to the Props Designer.
- Manage Theatre Credit Card spending by submitting receipts to the Production Manager in a timely manner.
- Support all other Northlight activities such as Reading Series, One Night Events, educational programming, fundraising events, etc if available.
- Adhere to all budget parameters established by Theatre.
- To adhere to all safety protocols as listed in the Employee and Guest Artist Handbooks and to provide updated information to Production Manager as needed to keep Handbooks up to date.
- Perform any additional duties as assigned by Supervisor.
- All production personnel are expected and required to follow Northlight safety practices at all times. This includes, but is not limited to: Eye protection, glove usage, respirator/mask usage, ventilation, blade guards, ladder usage, fall protection, lockout/tagout, proper lifting practices and posted safety procedures. Any accidents or safety hazards should be immediately reported to appropriate supervisor. Northlight Theatre is very concerned about safety and strives to provide a safe and healthy working environment.

Qualifications:
- Must have excellent organizational, multi-tasking, interpersonal, and communication skills. Should feel comfortable working with Microsoft Office Suite and the Google Drive structure. Must be able to lift 35+ lbs and perform basic scene shifts, costume changes, and prop set ups as required. Stage Management or run crew experience preferred. Ability to read ground plans a plus.